

## North Okanagan Therapeutic Riding Association (NOTRA)

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## Instructions for Obtaining an Online Criminal Record Check through the CRRP

As of March 19<sup>th</sup>, 2014, NOTRA obtains criminal record checks for its volunteers through the Criminal Record Review Program (CRRP) which is provided by the BC Ministry of Justice.

The criminal record check can be applied for online or by manually completing a form which NOTRA will submit by fax to the CRRP. There is no cost for either of these processes.

If you have resided in Canada for the past 2 years and have a credit record of at least 6 months you can apply for your criminal records check online.

### Directions for applying online:

1. Go to: <https://justice.gov.bc.ca/eCRC/>
2. You Access Code is: KJQLMYQ78C
3. You are applying to:
  - ✓ Request a New Criminal Record Check or
  - ✓ Share the result of a Completed Criminal Record Check
4. You will be asked to provide:
  - Name, address, birth date, birth place
  - Driver's license #
  - Applicant's Position/Job Title – this is your role with NOTRA such as Volunteer / Board Member, etc.
  - Other names you have used
  - Former addresses (including postal codes) if you have not resided at the same address for the past 2 years
  - Consent to release personal information as well as consent to verify your identity through the Electronic Identity Verification (EIV)
    - The EIV (provided by Equifax) will verify your identity by asking 4 multiple choice questions that only you can answer based on your credit history. This verification step is required by the RCMP. There is no information shared between EIV and the CRRP and no inquiry or footprint is left on your credit file.
5. Once your identity has been verified the application is submitted to CRRP.
6. If you are unable to identify your identity at this point, don't worry. Print off a copy of the form provided for you online. Submit the signed form to Dani Goldenthal, Program Director for NOTRA at which time she will verify your ID and fax the form to the CRRP.
7. A clearance letter is sent to NOTRA (usually takes 7-10 business days) and will be kept on file permanently.

### NOTE:

*In the Vulnerable Sector check process some individuals are "flagged" because a combination of their name and/or gender and/or birth date matches a record/suspension/pardoned sexual offender in Canada. In order for the CRRP to complete their check, fingerprints must be provided. In the event you are "flagged" the CRRP will send you a package in the mail with a pre-populated form to take to the police detachment or other accredited fingerprinting agency. Please contact Dani Goldenthal at 250-549-0105 or [notra@telus.net](mailto:notra@telus.net) and she will help you through the next steps.*